

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4133 **TITLE:** TRAFFIC ENFORCEMENT SUPERVISOR **GRADE:** P-16

DEFINITION:

Under general direction, supervises Traffic Enforcement Officers II staffing the traffic light signal photo-monitoring program or supporting the Parking Enforcement Section by performing duties associated with abandoned, disabled, and unattended vehicles not requiring action by a police officer; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is supervisory-level traffic enforcement work.

ILLUSTRATIVE DUTIES:

Supervises Traffic Enforcement Officers II staffing the traffic light signal photo-monitoring program or handling abandoned, disabled, and unattended vehicles not requiring action by a police officer;
Monitors the review of photo red light violations and testifies in court when needed;
Prepares the weekly work schedule and submits a daily line-up to the Public Safety Communications Center;
Prepares and presents court cases for prosecution;
Investigates written and oral complaints against Traffic Enforcement Officers;
Serves as the Department's liaison with the vendor of the photo red light equipment or automated parking enforcement equipment;
Reviews and monitors the effectiveness of the photo red light program through routine analysis;
Enforces State and County laws and ordinances pertaining to parking regulations and handicap/fire lane spaces;
Responds to calls for service and submits complete reports prior to the end of duty;
Maintains National Criminal Information Center (NCIC) and Virginia Criminal Information Network (VCIN) criminal history release log and follows all pertinent laws and procedures as they apply to these systems;
Keeps abreast of State and County laws pertaining to parking enforcement and photo red light legislation and case law;
Assures a high standard of Section productivity, with emphasis on quality and quantity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State and County laws pertaining to parking enforcement and photo red light legislation and case law;
Knowledge of Police Department General Orders and procedures;
Knowledge of the Personnel Regulations;
Ability to make decisions and enforce traffic ordinances;
Ability to understand and follow oral and written instructions;
Ability to communicate tactfully with coworkers and the public;
Ability and willingness to work outdoors in inclement weather;

Ability to operate an automobile.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Two years of experience staffing the traffic light signal photo-monitoring program or handling abandoned, disabled, and unattended vehicles not requiring action by a police officer.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least 21 years old at time of appointment;
Requires the status of Special Police Officer, or the ability to obtain such status within three months of appointment;
Must successfully complete a criminal background investigation and a polygraph examination prior to appointment;
Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor;
Must be of good character and reputation;
Must have good hearing and vision.

ESTABLISHED: May 24, 1999